

Report for Week Ending 16 May 1956
from
FORMS MANAGEMENT BRANCH

General Information

25X1A9a

1. Forms Authorized For Field Use - The present status of the request from the Supply Division for supplies of 612 forms to be cleared for overseas shipment to [REDACTED] is as follows:

Forms remaining to be cleared:

25X1A6b

Agency Forms	51
Standard Forms	53
Other Departments Forms	8

Total Uncleared Forms 112*

*Represents 18% of project which is 72% complete.

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2. Interviews by Representative from the Inspector General's Office- Mr. [REDACTED] of this Branch were interviewed privately and individually yesterday by Mr. [REDACTED] from the Inspector General's Office. This is the first of such interviews which it is understood will be conducted periodically on a continuing basis.

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3. Employee Suggestion #1477 [REDACTED] - Through the development and installation of "World Immunization Record" Form No. 251 in the Medical Office, an annual tangible savings of \$7,583.32 will be realized. This savings is based on release of safe files, floor space, and man hours spent on filing and finding. Savings are also realized through the elimination of telephone calls and numerous controlled and uncontrolled forms.

Pending Projects

DD/S Area

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1. Preparation of Contract Covering the Purchase of Forms used in Connection with Reproducible Systems [REDACTED] - Several meetings have recently been held with Mr. [REDACTED] of the Procurement Division and Messrs. [REDACTED] of the Printing Services Division in connection with Agency requirements for forms used in connection with reproducible system applications. Draft of contract covering the procurement of such material during the next fiscal year has recently been prepared. Indications are that, with very minor modifications, the proposals contained in this draft will meet with the full approval of the Printing Services Division and the Procurement Division of the Logistics Office.

DD/P Area

25X1A8a

1. Revision of Personal Record Questionnaire (Part I) Biographical Information Form No. 51-95a, dated May 1950 [REDACTED] - The preliminary draft of this form which was somewhat of a departure from the form originally submitted to this office was initially considered as tentatively unsatisfactory by the [REDACTED]. Subsequent correspondence received from the OPI indicates, with the exception of minor changes, very complimentary concurrence with this preliminary draft. After the

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revision of this form is completed immediate attention will be given to its closely related form which is Form No. 51-95b.

Pending-Agency Wide

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1. Official Dispatch Forms Specifications [REDACTED] - Specifications for the Dispatch forms have been drafted and will be typed this week. Procurement action for these forms is being delayed pending approval of the final typed copies by the office of primary interest.

PENDING ACTIONS SUMMARY

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>
NEW	3	6	2	-	11
REVISION	7	3	13	3	26
REPRINT	2	-	-	14	16
TOTAL	12	9	15	17	53

COMPLETED ACTION SUMMARY

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>	<u>NUMBER OF COPIES</u>
New	2	1	2	2	7	518,300
Revision	-	1	2	2	5	80,000
Reprint	6	2	5	5	18	113,100
TOTAL	8	4	9	9	30	711,400

Redesignated -
Obsolete 1

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[REDACTED]

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